



# Managing Your Office

## Small Offices Benefit From Multifunctional Products

(NAPSA)—It seems that, no matter how big the office, space is at a premium. Today's small businesses are no exception. In fact, small businesses generally have to complete office activities with limited space—and often on shoe-string budgets.

Printing, faxing, copying and scanning are four critical business functions that most small businesses can't do without, yet many small businesses—such as real estate offices, law firms, bank branches, insurance branches and doctors' offices—purchase individual devices to get these jobs done. This approach may not be the best answer for the small business board room or bank account.

An option for today's small business is a multifunctional product (MFP) that combines a printer, scanner, copier and fax machine into one affordable, space-saving device. Inkjet multifunction devices are available for very small offices (typically under 10 employees), but larger offices would benefit from laser-based multifunction models such as Lexmark's X520. Laser-based models cost more than their inkjet brethren, but their capabilities more than compensate for the price difference.

Space and cost savings aren't the only reasons to consider a multifunction solution. Separate machines can be a nightmare to maintain—not to mention having to deal with separate supplies and warranties for each device. MFPs only require a single supply item and service number from one manufacturer. However, not all MFPs are created equal. To make sure you purchase the right one for your needs, consider:

- **Paper handling**—The product should have at least 250 pages of input capacity and work with a variety of paper types—from transparencies to heavy paper stock—to accommodate all your printing needs. To reduce paper costs, consider purchasing a multifunction device that can print duplex, on both paper sides.

- **Resolution**—For the most professional-looking documents, 1200 x 1200 dpi (dots per inch) resolution is ideal.



**MFP devices help small businesses save both space and money.**

- **Speed**—Printer speed and modem speed are important elements. Look for a unit that prints up to 20 pages per minute. For faxing, make sure it offers at least 33.6 kilobytes per second (Kbps) so that faxes can be quickly sent and received.

- **Scanning**—Make sure the unit comes with a color duplex scanner to allow scanning of both sides of a color document at the same time.

- **Size**—Look for a unit that is stacked vertically rather than horizontally to optimize desk space.

- **Networkable**—If your office PCs are connected to a network, it's important to purchase an MFP that can be networked via Ethernet.

- **Warranty**—Ensure that the product comes with a next-day replacement warranty. This means that if the manufacturer cannot fix your unit, a replacement unit will be sent the next business day.

Where you buy your office equipment is almost as important as what you buy. Consider purchasing your equipment, including MFPs, from a reputable computer solution provider. Ask other small businesses for recommendations in your area or check the yellow pages under "Computer."

For more information on multifunction printers and for all your printing needs, you can visit [www.lexmark.com](http://www.lexmark.com). To find a Lexmark solution provider near you, visit [www.lexmark.com/reseller/locator](http://www.lexmark.com/reseller/locator).